



# MEETING MINUTES

<b>Name:</b>	Vehicle Services Business Process and Communications Meeting		
<b>Meeting Date:</b>	Tuesday, January 5, 2021	<b>Organizer:</b>	Craig Plummer
<b>Meeting Time:</b>	10:00 am – 11:00 am	<b>Location:</b>	<a href="#">Join Microsoft Teams Meeting</a> <a href="#">+1 651-395-7448</a> United States, St. Paul (Toll) Conference ID: 296 240 105#

<b>Purpose of the Meeting</b>
The purpose of the meeting is to discuss vehicle services business processes and communications.

<b>Attendance at Meeting</b>					
<b>Invited:</b>	<b>Position:</b>	✓	<b>Invited:</b>	<b>Position:</b>	✓
Amber Backhaus	Minnesota Automobile Dealers Association		Mary Filzen	Hutchinson Deputy Registrar Office (MDRA)	
Amanda Coppin	South St Paul Deputy Registrar Office (DRBOA)		Patty Hanscom	Faribault Deputy Registrar Office (DRBOA)	
Jared O'Reilly	St Paul Deputy Registrar Office (MDRA)		Jennifer Kurtzhalts	Dakota County Deputy Registrar Office (MDRA)	
Chuck Moulder	Hennepin County Deputy Registrar Office (MDRA)		Erin Olson	Rochester Deputy Registrar Office (MDRA)	
Sidney Hagen	Scott County Deputy Registrar Office (DRBOA)		Matt Krumholz	Martin County Deputy Registrar Office (DRBOA)	
Kris Caballero	Rochester Deputy Registrar Office (MDRA)		Craig Plummer	Title and Registration Manager	
Allison Malack	MNLARS Business Analyst		Jody Verdon	MNLARS Business Analyst	
Tony Anderson	MNLARS Program Director		Beckey Mechtel	MNLARS Information Officer	



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Jim Forsell	Deputy Support Supervisor		Tom Evans	Special Plates and Impound Manager	
Todd Oseby	Training Specialist		Liz Lauder	Admin Support	

Meeting Agenda		
Subject:	Owner:	Notes:
Introductions	All	
Review Previous Action Items	Craig Plummer	
VTRS Project Update	Allison Malack Jody Verdon Jared O'Reilly	
Technology Ideas Work Group Update	Jared O'Reilly	
Vehicle Services Reminder / Communication Opportunities	All	
Open Discussion	All	
Change Frequency of Meeting?	Craig Plummer	Agenda topic suggested by Erin Olson
Review Assigned Action Items	Liz Lauder	

Action Items Assigned		
<b>Date Assigned:</b>	January 5, 2020	
<b>Assigned Owner:</b>	<b>Due Date:</b>	<b>Assigned Action Item:</b>
Craig Plummer	March 2, 2021	Work with Todd to develop step-by-step guide for clearing deficiencies
Liz Lauder	February 2, 2021	Remove VTRS Project Update from future agendas
Allison Malack	February 2, 2021	Research HVUT on in-state title transfers over 55,000 lbs.



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Liz Lauder	February 2, 2021	Add agenda topic to February or March meeting to continue discussion of purpose for these meetings
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## Meeting Minutes

January 5, 2021

### Attendees:

- Amanda Coppin, Jared O'Reilly, Chuck Moulder, Craig Plummer, Allison Malack, Jody Verdon, Tony Anderson, Tom Evans, Todd Oseby, Liz Lauder

### Review Previous Action Items:

- Craig - Develop a quick reference guide on when to clear deficiencies
  - This item is still open
  - Craig asked the group if this was still needed
    - Jared said a step-by-step guide would be nice to have
  - Craig will work with Todd to develop a step-by-step guide
- Beckey - Send out information about when to copy front/back of DLs at Dealers
  - This item is still open
- Beckey - Communicate decision about court-ordered rescinds
  - This item is still open
- Tom - Set up meeting to develop survey for adding more special plate inventory to offices
  - New due date is April 6, 2021
  - Craig said an update on the new pollinator plate was in the DVS Weekly Update today
  - Tom said the DNR was planning a big announcement about it
- Craig - Send out information about e-signatures in DVS Weekly Update
  - This item is still open
- Craig - Research legal requirements for signatures for trusts and report back to this group
  - This item is still open
- Liz - Change due date for action item about special plate survey to April 6<sup>th</sup>
  - This item was completed
- Amanda - Send Beckey the issues she is having with dealer paperwork
  - This item was completed
- Jim - Remind liaisons about overriding base values
  - This item was completed
- Jared and Amanda - Send Allison information about titles issued in legacy systems that need to be corrected
  - This item was closed out
  - Amanda said there have been no titles that needed correcting

### VTRS Project Update:

- VTRS project is completed
- This item will be removed from future agendas



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## Technology Ideas Work Group Update:

- Jared said this meeting is being re-purposed to prioritize deputy registrar SQRs
- This item will be removed from, or changed on, future agendas

## Vehicle Services Reminder/Communication Opportunities:

- Amanda asked if there was any update on not requiring proof of payment of HVUT on MN title transfers over 55,000 lbs.
  - Dealers also can't print permits if no proof of HVUT
  - Allison thought owners have 60 days to report to federal agency
  - Jared said HVUT was required on renewals but not on new vehicles
  - Amanda said she talked to Joe Lohmeier and Ken about this
  - Allison will research HVUT on in-state title transfers over 55,000 lbs. and report at next meeting
- Amanda talked about an owner who decided to buy back the vehicle he sold
  - Customer wants to unwind the sale
  - Amanda wants to process transactions without adding sales tax and title transfer fees
    - Told to do it as a duplicate title application
  - Issue of dealer potentially losing dealer license because of this
    - Allison said she spoke to Linda Maples about this
      - Do a duplicate title app as well as "Did not buy/sell" document
    - Tony sent Linda a reminder to work with Beckey on communications to dealers about this
    - Amanda will tell the dealer to add a note to the record that the decision came from the DVS Dealer Unit

## Open Discussion:

- Tony talked about beginning of Phase II of MNDRIVE project
  - Incorporating IFTA/IRP content
  - Adding IFTA Clearinghouse interface
  - Roll out date is October 1, 2021
  - 6-8 DR offices in MN handle IFTA/IRP
- Amanda asked if odometer corrections can be done in MNDRIVE yet
  - Corrections can't go backwards; NMVTIS won't let her proceed
    - Allison thought this was correctable for legacy records

## Change of Frequency of Meetings?

- Erin Olson asked in email if these meetings could be more frequent and include SQR prioritization
- Group discussed purpose for these meetings
  - DR Technology Workgroup will be re-purposed for prioritizing deputy registrar SQRs
  - Purpose of this group is to discuss business processes and to propose changes
    - There is potential overlap between topics discussed in these meetings and those for the SQR prioritization group



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- Some felt overlap was okay
- Some thought activity in this group was tapering off
- SQR prioritization group will discuss both driver and vehicle topics
- Group decided to give more time for discussion of this at February or March meeting

**Review Assigned Action Items:**

- Craig – Work with Todd to develop step-by-step guide for clearing deficiencies
- Liz – Remove VTRS Project Update from future agendas
- Allison – Research HVUT on in-state title transfers over 55,000 lbs.
- Liz – Add agenda topic to February or March meeting to continue discussion of purpose for these meetings

Previous Action Items Assigned				
<b>Date Assigned:</b>		October 1, 2019		
✓	<b>Assigned Owner:</b>	<b>Due Date:</b>	<b>Completed Date:</b>	<b>Assigned Action Item:</b>
	Craig Plummer	October 15, 2019		Develop a quick reference guide on when to clear deficiencies
<b>Date Assigned:</b>		March 3, 2020		
✓	<b>Assigned Owner:</b>	<b>Due Date:</b>	<b>Completed Date:</b>	<b>Assigned Action Item:</b>
	Becky Mechtel	May 5, 2020		Send out information about when to copy front/back of DLs at Dealers
	Becky Mechtel	May 5, 2020		Communicate decision about court-ordered rescinds
	Tom Evans	April 6, 2021		Set up meeting to develop survey for adding more special plate inventory to offices
<b>Date Assigned:</b>		August 4, 2020		
✓	<b>Assigned Owner:</b>	<b>Due Date:</b>	<b>Completed Date:</b>	<b>Assigned Action Item:</b>
	Craig Plummer	September 2, 2020		Send out information about e-signatures in DVS Weekly Update
<b>Date Assigned:</b>		September 2, 2020		
✓	<b>Assigned Owner:</b>	<b>Due Date:</b>	<b>Completed Date:</b>	<b>Assigned Action Item:</b>
	Craig Plummer	October 6, 2020		Research legal requirements for signatures for trusts and report back to this group
<b>Date Assigned:</b>		December 2, 2020		



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✓	Assigned Owner:	Due Date:	Completed Date:	Assigned Action Item:
✓	Liz Lauder	January 5, 2021	January 5, 2021	Change due date for action item about special plate survey to April 6 <sup>th</sup>
✓	Amanda Coppin	January 5, 2021	December 2, 2020	Send Beckey the issues she is having with dealer paperwork
✓	Jim Forsell	January 5, 2021	December 4, 2020	Remind liaisons about overriding base values
✓	Jared O'Reilly Amanda Coppin	January 5, 2021	No new problems to report	Send Allison information about titles issued in legacy systems that need to be corrected

Next Meeting					
<b>Date:</b>	February 2, 2021	<b>Time:</b>	10:00am-11:00am	<b>Location:</b>	<a href="#">Join Microsoft Teams Meeting</a> +1 651-395-7448 United States, St. Paul (Toll) Conference ID: 345 786 628#